

**WATER DEPARTMENT  
RULES AND REGULATIONS  
DEPARTMENT OF PUBLIC SERVICE  
CITY OF RAVENNA  
August 30, 2012**

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### **AUTHORITY AND SCOPE**

The Director of Public Service, by the authority of Section 743.02 of the Ohio Revised Code, shall make such bylaws and regulations as deemed necessary for safe, economical, and efficient management and protection of the water works of a municipal corporation. Such bylaws will have the same validity as ordinances when not repugnant thereto or to the Constitution or laws of the State.

The Director of Public Service reserves the right to deviate from these rules and regulations during emergencies and special cases in which the public's health, safety and/or welfare may be endangered.

Ravenna City Codified Ordinance 1040 Water and 1044 Sewer also provides for the enforcement of such rules and regulations for the proper determination and collection of the rates and charges designated by Ravenna City Council.

This summary of current rules, regulations and related City ordinances and Ohio Revised Codes, which are applicable to the water and sewer utilities, is assembled for customer and employee convenience and service.

Rules and regulations are subject to changes by direction of the Service Director. These changes will be published in the local paper. City Ordinance changes may occur by City Council approval. You may inquire with the City's Utility Director for any revisions later than this publication.

These rules and regulations supersede any and all previous rules and regulations governing the operation of the Ravenna City Water Works.

## **CHAPTER 100**

### **GENERAL ADMINISTRATIVE AND CUSTOMER SERVICE**

#### **DEFINITIONS FOR WATER UTILITY**

Wherever, in the Rules and Regulations adopted for the government of the Department of Public Service the following terms are used, they shall have meanings respectively ascribed to them, as follows:

"A.W.W.A." shall mean American Water Works Association.

"City Engineer" shall mean the City Engineer of the City of Ravenna, Ohio or his authorized representative.

"Consumer" shall mean the person, persons, firm, institution, or corporation having the use or benefits of

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services rendered by the City of Ravenna.

"Contractors" as defined herein, shall include building, plumbing, paving, sidewalk, sewer, water, etc., contractors, or others who perform work of this or similar type as individuals, partnerships, or corporations and doing work for private or governmental agencies.

"Control Valve" shall mean curb stop and curb box which are used to turn the water supply on and off.

"Director" shall mean the Director of Public Service for the City of Ravenna or his authorized representative.

"Water Department" shall mean the Water Department of the City of Ravenna.

"Building Department" shall mean the Building Department of the City of Ravenna.

"R.C.C.O." shall mean Ravenna City Codified Ordinances.

"N.F.P.A." shall mean National Fire Protection Agency.

"Service" is defined as any pipe which is connected to a water main and is used to serve water to a parcel of land.

"Service Line" shall mean the pipe or conduit by which water is conveyed or drawn from the shut off to the meter. Also referred to as a waterline lateral.

"Shall" means mandatory and "May" is permissive.

"Tap" shall mean connection into the water main and will include the corporation stop valve.

"Water Lateral" shall mean the water service line beginning at the public main and ending at the water meter. Also referred to as "lateral".

### **100.01 ENTRANCE TO PREMISES**

The Director of Public Service reserves the right through authorized agents to, at any reasonable hour, enter any premises to which service extends, for the purpose of reading, repairing, installing, removing and inspecting meters, for investigating cross connections, or for any other purpose which the Department of Public Service may deem necessary for the proper operation and maintenance of the City's utility system.

While in the past the City has maintained some keys to gain access to read water meters, the City shall no longer accept keys for the purpose of gaining access to read a customer's meter.

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### **100.02 DISCONTINUANCE OF SERVICE TO ENFORCE RENT PAYMENT, ETC.**

Requests for discontinuance of service in tenant occupied premises will not be honored or accepted for such purposes as eviction, enforcing collection of rents, or as a result of differences between owner and occupant.

### **100.03 NOTIFICATION OF WATER TURN-OFF IN MAINS**

Before the water in a main is turned off, for reason of repairs or alterations, all customers affected will be notified by the Director or his representative, if possible. Notice shall be considered to have been given when a written notice has been left at each address which will be affected.

### **100.04 STOPPAGE OF WATER SERVICE BECAUSE OF LEAKS, ETC.**

In case of leaks, breaks, or failure in mains, services, pumping and auxiliary machinery, wells or other waterworks equipment, the supply of water may be shut off without notice.

### **100.05 TURN-OFF WATER TO CUSTOMER**

The supply of water through any service may be turned off by the Department of Public Service and the contract terminated.

The decision to terminate is generally based on customer account status and any tampering by the customer with the City's water system. Specifically, water service can be discontinued for any of the following reasons:

- (a) Willful waste of water.
- (b) Failure to promptly repair leaking service line after notice from the City of Ravenna to do so.
- (c) The use of water on any premises other than that recorded in the application except as may herein otherwise be provided for.
- (d) Cross-connection or interconnection with any other supply of water when not approved by the City Engineer. This includes installation of pipe and fixtures such that a possibility of back-siphonage or back-flow, in the opinion of the Engineer, or designated representative, exists.
- (e) Tampering with any service pipe, meter, curb stop, corporation stop, or any appurtenance, or the seal on any appurtenance.
- (f) Nonpayment of water or sewer bills, or other charges assessed under the terms of these rules and Regulations.
- (g) Failure to provide reasonable and safe entrance to premises for the purpose of reading, inspection, installation, maintenance or removal of meter, and inspection of piping.
- (h) Making any additions or alterations in or about the service line without notice thereof being previously given to and permission obtained from the Engineering Department.
- (i) Failure of a water user to execute with the Utility Billing Office a proper contract for service.
- (j) Water to vacant property and property damaged by fire, natural disasters or abandonment may be turned off by the Water Department as soon as such vacancy becomes known,



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unless otherwise arranged beforehand, and the contract terminated if, in the opinion of the City Engineer, damage may be caused to building or contents.

- (k) Failure to keep meter vault sufficiently drained to allow City to read water meter.

Before water service is terminated for any of the above reasons, the City shall attempt to inform the customer at least one time by mail of the pending turn-off, the reason for the turn-off, and of measures that the customer can take to prevent the turn-off or to recover service.

In cases of emergencies, as defined by the Director of Public Service or his or her designee, where the public's health or safety is at risk, the water may be turned off without notice.

### **100.06 WATER TURN-ON**

The supply of water turned off under Section 100.05 will not be turned on again until the cause of the turn-off has been remedied and all charges including a standard turn-on charge as set by the Director have been paid. Water to a premise shall be turned on only by the Water Department when turned off for any of the reasons set forth in Section 100.05. The supply of water will not be turned on at any building unless someone is inside the property at the time of the turn on to ensure that all water faucets are turned off so that no damage occurs to the structure.

### **100.07 ABANDONING OF SERVICES**

When demolishing a building, or otherwise abandoning a service, the water service shall be disconnected at the main by removing the tap or tee and installing a plug, or repairing section, by the owner or owner's contractor and the following procedure must be adhered to:

- (1) All necessary permits for demolition and excavation must be applied for at the Building Department. The disconnect may be performed by the owner or contractor, but must be inspected by the City Engineer or his designee prior to the demolition permit being issued.
- (2) A three-step inspection of the demolition process will be required to be completed:
  - (a) Inspection of the disconnection of the water and sewer service, in the area to be demolished, and verification that the water meter has been removed.
  - (b) Inspection of the area after the demolition, but before the backfill.
  - (c) Inspection of the backfill and restoration of right-of-way.

Abandoned services, either on vacant or improved property, discovered as being connected to main, may be disconnected at the

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main, by the Water Department and cost of removing the property owner's portion of such service lines charged to the owner of the services.

### **100.08 DAMAGES DUE TO WATER TURN-OFF**

The City disclaims any responsibility for damages arising from the shutting off of a water main, or the shutting off of a supply of water to any premises for whatever reason.

### **100.09 DAMAGES DUE TO LEAKS**

The City disclaims any responsibility for damage by water to any personal or real property caused by leaks of broken or open pipes, meters, or fixtures.

## **ACCOUNTING**

### **101.01 TYPES OF ACCOUNTS**

#### **REGULAR**

All regular accounts are continuous and shall be billed monthly. The designation of individual accounts shall be by the Utility Billing Office.

#### **SEWER ONLY ACCOUNTS**

Sewer-only accounts are for customers who do not use water provided by the City of Ravenna but are connected to the sewerage treatment system. These customers are set up on a special "sewer only" account. These accounts are billed for sewer use only. (See Sections 101.17, and 1044 of the R.C.C.O.)

#### **HYDRANT METER ACCOUNTS**

These accounts are established for temporary use of water from fire hydrants for construction, demolition, agricultural, and similar purposes. Customers are required to pay deposits on meters, and to return them at the end of the project.

#### **WATER ONLY ACCOUNTS**

Regular permanent customers who are not connected and not required to be connected to the sewerage system are water only accounts and are billed monthly for water consumption only. Customers will pay the same water charge, determined by Ravenna City Council, based on metered usage. Customers will be charged no less than the same specified minimum amount as set by Ravenna City Council.

#### **SPRINKLING ACCOUNTS**

Customers may have a water service for sprinkling, irrigation or non-contact cooling water purposes only. This service is not provided for water usage that will enter the City's Sanitary Sewer System. Customers will pay the same water charge determined by Ravenna City Council, based on metered usage.

**FIRE PROTECTION**

This type of account is for water service for fire fighting only, through a system of pipelines terminating in private hydrants or sprinkler heads.

**101.02 APPLICATION AND CONTRACT FOR WATER SERVICE TURN ON**

An application for water/sewer service of any of the aforementioned types, made in accordance with these Rules and Regulations, when accepted by the Utility Billing Office, shall constitute a contract. Service will be continuous so long as these Rules and Regulations are complied with, until termination is requested by the customer, except as elsewhere herein specified for water only accounts.

Application for all types of water service must be made at the Utility Billing Office on the forms provided, or in such other manner as specified by the Director of Public Service and must be signed by the customer. When requesting an application for a new tap and service line, all the specifications in Section 200 must be met.

A property owner may request that a tenant be billed directly for their usage only if the tenant also completes an application, which is accepted by the City. Landowners may be required to verify legality of occupancy before a tenant will be given a contract and billed for water service.

The property owner is responsible for all charges arising from necessary repairs or services. The owner of the property shall be liable for any and all other services, repairs and damages which in accordance with these Rules and Regulations are the responsibility of the property owner.

All outstanding balances and unpaid delinquencies including penalties will remain outstanding and transfer with the property if they are not paid ahead of the property transfer. The new property owner will be liable for the aforementioned outstanding balance, which must be paid before water service is turned-on.

The City of Ravenna will not require a deposit for a rental property unless a customer becomes delinquent or violates any part of the City of Ravenna Water Rules and Regulations.

If a rental property customer is turned off for delinquency, the City of Ravenna will require a deposit in the amount of \$150.00 plus payment for all prior services before service is restored. If the City of Ravenna determines a deposit is required for any other reason, the customer has ten days upon receiving a written notice to pay a deposit of \$150.00. If the customer does pay the deposit of \$150.00 in full within those 10 days the service will be terminated.

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If the City of Ravenna requires a deposit then, these funds will be held and not returned until the final bill is paid in full. No interest will accrue and no interest will be paid to the tenant for the entire duration of the period of time this deposit is held by the City of Ravenna. These funds may be utilized to pay any remaining unpaid balance when the property is vacated by the tenant, or applied to the amount due in the event of turn-off for non-payment. In the event that water service is terminated for non-payment and the deposit has been exhausted, water service will not be restored until a new deposit in the same amount is received. Upon vacation of the property, the full or unused portion of the deposit will be returned to the tenant after verification that all utility bills have been paid in full. For handling of unclaimed deposits, see Section 101.08.

### **101.03 DENIAL OF SERVICES BECAUSE OF DELINQUENCIES**

An application for service from any person, firm, or corporation shall be denied as long as said person, firm, or corporation owes a delinquent bill for services performed or repairs made by the Water Department, including but not limited to water/sewer supply and service, disconnection of a service, hydrant repairs, meter repairs, service repairs or main repairs.

The Utility Billing Office shall transfer any delinquent bill for water, sewer, or surcharges from a closed account of a person's file, or corporation which remains delinquent for a period of thirty (30) days or more to an active account of said person, firm, or corporation if one exists. The Utility Billing Office shall transfer any manually prepared charges rendered to a person, firm, or corporation which remains delinquent for a period of thirty (30) days or more to an active account of said person, firm, or corporation if one exists. If said bill remains unpaid for thirty (30) days or more from the date of transfer, the customer will be notified that the service will be terminated if payment is not received within ten (10) days of this notice.

In the event that a property is transferred to a new owner with an outstanding utility account balance, delinquent and/or unpaid, that account balance will remain with the property after the transfer. The outstanding balance may be collected by certification to the County Auditor and placed upon the tax duplicate to be collected with the taxes. Additionally, unpaid account balances on a property will provide just cause to deny water turn-on (water service) to any subsequent owner until the balance is paid in-full and/or an arrangement that is satisfactory to the City of Ravenna to pay is secured.

### **101.04 BANKRUPTCY PROCEEDINGS**

Whenever a customer is the principal in a bankruptcy proceeding, the City shall submit a bill to the court based upon the most current reading prior to the bankruptcy proceedings.

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Thereafter, billing shall proceed on a normal schedule.

### **101.05 READING DATE**

All accounts will be read, and billed on a monthly basis. The date of reading is determined by the Director.

### **101.06 CURRENT LIMIT ON PAYMENTS**

If bills payable monthly are not paid within fifteen (15) days after billing date the bills shall be considered late and a penalty of ten percent (10%) will be charged to the account.

If the customer has not paid the late bill at the Utility Billing Office or arranged for payment within thirty (30) days after the billing date a final notice will be sent informing the customer that the service will be terminated if payment is not received within ten (10) days of the date on the final notice. After receiving a final notice for non-payment of a bill, the total amount past due must be paid at the Utility Billing Office or by mail. Ten days after final notice, the Utility Billing Office will post all receipts. If payment has not been received, service will be terminated without further notice. Customers can restore water service only by making payment in full or signing a payment agreement; either may include a service charge. Alternative arrangements may be made at the Utility Billing Office, at the discretion of the Director of Utilities, who will make a determination on a case by case basis.

### **101.07 ESTIMATED BILLS**

When it is not possible for the Water Department to obtain a read due to a malfunction in the water meters or equipment, the amount of water used will be estimated on the basis of past usage on the premises in comparable periods, and a bill submitted for this amount of water/sewer. For each consecutive month thereafter for which an estimate is required, the amount to be billed will be increased by twenty percent (20%).

A correction of estimated bills will not be made until the next billing is made on the basis of an actual meter reading. Refund of overpayments will be credited to the customer's account. If the customer terminates the water service account, any refund due will be credited on the final bill. If the refund is extremely large due to overpayment, the City may choose to provide the customer with a check for the amount of overpayment instead of the credit.

### **101.08 WITHDRAWAL OF DEPOSITS**

For deposits being held by the City, the following procedure will apply. If the customer cannot be located, the City will retain the deposit and will publish in a newspaper, of general

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circulation in the City, a notice of forfeiture of water deposits specifying that any deposits unclaimed for a period of 180 days will be considered forfeited to the City. Funds forfeited shall then be transferred by the Director of Finance into the Water Fund.

### **101.09 FIRST BILL - NEW ACCOUNTS**

The first bill for water/sewer service will be based on the number of days of occupation applied to actual usage or to the minimum usage, whichever is higher. Customers will be billed for a month if water is used for ten (10) days or more during the first month. If less than ten (10) days, the customer will be billed the following month.

### **101.10 FINAL BILLS**

Customers wishing to terminate their water service contract may do so by telephone. When the Utility Billing Office is notified that the customer wishes to terminate the service, a final bill will be prepared, stating thereon all the charges required to be paid by the customer. Customers shall be required to provide a forwarding address to the Utility Billing Office.

#### **(a) TURN-OFFS**

When a customer will be discontinuing the use of this service for a limited period of time only, they must do so personally at the Utility Billing Office. A form will be completed and signed that indicates when the service is requested to be turned off and then back on again. Specific information required is the customer's name, address, date, time of turnoff and anticipated time of turn on. The customer must be home for the service to be turned on again. The customer will continue to be billed for Storm Water and Recycling during any period of time that the water may be turned-off.

### **101.11 DELIVERY OF BILLS**

Bills shall be mailed to the customer. Landlords (property owners) will receive an owners statement.

### **101.12 GROUP REPORTS**

Owners of multiple City properties will receive a Group Report that is a listing of utility bills for said properties sent to the owner's address. However, owners may be required to provide a request in writing, that includes a listing of the applicable billing addresses, before a group report can be compiled and sent.

### **101.13 ADJUSTMENT OF BILLS**

All water that passes through a meter will be charged for whether used, wasted or lost by leakage.

If a customer feels that the meter is inaccurate, the Utility Billing Office will honor a request to have the meter

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tested. A schedule of costs for meter tests is located in the Utility Billing Office. If the meter is found to be accurate within the allowable limits (within 3%) the testing cost will be charged to the customer. If it is found to be inaccurate beyond the allowable limits, the account will be adjusted, the meter will be replaced, and there will be no charge for the meter test.

If, after the above actions have been completed, the customer still feels unjustly charged, the customer may forward, in writing, all facts pertinent to the account in question to the Director of Utilities.

The Director of Utilities and the Director of Public Service will review the facts of the case and shall make a determination.

### **101.14 IF METER FAILS TO REGISTER**

If a meter fails to register, or is found to be out of order, the customer will be charged at the average consumption for comparable periods, as shown by the meter when in order and registering accurately.

### **101.16 WATER ONLY ACCOUNTS**

Water-only accounts shall be established for customers who are served with water but not sewer services. In all cases, customers shall be charged a minimum bill each billing period for the volume charge for water consumed.

Usage shall be determined by a Water Meter, except in situations that have been approved by the Service Director, and must be installed by the Water Department and in accordance with specifications outlined in Section 201. The owner is responsible for paying the current installation charge that has been determined by the Director.

The cost of installing meters used for this service shall be borne by the customer. The meter shall be installed and maintained by the Water Department. All arrangements for a meter shall be made at the Engineering Department. A schedule of the costs for installation is located in the Utility Billing Office.

The customer shall be billed monthly for the water charge. When a water-only account is the second service for a structure, the meter shall be installed and owned by the City and must be connected in parallel with the first meter and located adjacent to it. The cost of installing the second meter, including any testing, shall be paid by the customer. If the water-only service is used seasonally, winterizing it in the off-season shall be the responsibility of the customer. Water Only accounts will pay 100% of the sewer rate on the first (primary) meter instead of the usual 80%. There will be no sewer charge based upon the second meter if none of the water passing through it is discharged into the sewer.

### **101.17 SEWER ONLY ACCOUNTS**

Customers who are not connected to the Ravenna City Water

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Distribution System but are connected to the Sewer Collection system must open a sewer only account.

Application for sewer service must be made at the Utility Billing Office. Customers will pay a sewer charge, determined by the Ravenna City Council, based on metered flow or other acceptable estimation method. Customers will be charged no less than the specified minimum amount set by Ravenna City Council.

Usage shall be determined by a Water Meter, except in situations that have been approved by the Service Director, which must be installed by the Water Department and in accordance with specifications outlined in Section 201. The owner is responsible for paying the current installation charge that has been determined by the Service Director.

The cost of installing meters used for this service shall be borne by the customer. The meters shall be installed and maintained by the Water Department. All arrangements for a meter shall be made at the Engineering Department. A schedule of the costs for installation is located in the Utility Billing Office.

The customer shall be billed monthly for the sewer service. If the customer does not comply with the requirements to install a meter within one month after being duly notified of this requirement, they are guilty of a misdemeanor, as defined in R.C.C.O.

### **101.18 BAD CHECK CHARGE**

When a check is returned due to insufficient funds the customer will be notified in writing and a fee will be charged in addition to the amount owed. This notice, sent from the Utility Billing Office, will allow forty-eight (48) hours for the amount due (including service fee) to be paid, or the water service will be discontinued in accordance with Section 100.05 above. This must be paid in cash or by certified check. If in the ten (10) day period this bill has not been paid and the water service is discontinued, the water service cannot be turned back on until the amount due, including the service fee, is paid in full. If the N.S.F. check was issued to avoid turn-off of service due to delinquency on account, property will immediately be tagged for shut-off with no ten (10) day waiting period.

These service charges will be reviewed yearly by the Utility Director and modified when the cost substantially changes.

### **101.19 CONSTRUCTION WATER**

To allow for water service during construction only, without requiring payment of sewer charges, the customer will be allowed to apply for a "temporary meter" account. This account is established to provide water for a limited period of time for construction. Prior to occupancy of the structure, the account must be converted, by the property owner or contractor, to a



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regular water/sewer account paying for water and sewer services. Arrangements for this service shall be made at the Utility Billing Office. (See Section 203.01).

### **101.20 SPECIAL CHARGES**

Special charges may be added to customer's account to pay for repair of any damage which may occur to the City's system due to actions of the customer or for any special service which may be performed by the City at the request of the customer.

## **CHAPTER 200 SERVICE LINES, TAPS AND CONTROL VALVES**

### **200.01 PAYMENT FOR TAP AND CONTROL VALVE**

Advance payment of the service charge for the City to provide tap, control valve and meter must be made at the Engineering Department by the applicant for water service. The schedule of these charges may be revised annually on the basis of the average costs, including overhead. Current tap, control valve and meter charges shall be kept on file in the Utility Director's Office.

### **200.02 TAPS OUTSIDE CITY LIMITS**

Requests for water service from the City, for property outside the City of Ravenna, shall meet the conditions specified by Ravenna City Council and the R.C.C.O.

### **200.03 INSTALLATION OF TAP, CONTROL VALVE AND MAIN LINE VALVE**

The control valve, service line valves and meters shall be installed and repaired only by, or under the direct supervision of the Engineering Department. All arrangements shall be made at the Engineering Department.

### **200.04 REPAIRS TO TAP, AND CONTROL VALVE**

Only authorized employees or representatives of the City of Ravenna are permitted to make repairs to the tap and control valve. When deemed advisable by the Water Department the tap or control valve may be replaced.

Repairs to the tap and control valve in all areas served directly by the City of Ravenna shall be performed by the Water Distribution Department unless the repairs are made necessary because of work done by or for the owner, or in the case where replacement is necessary; in these cases the owner shall pay the full cost thereof.

Where the tap, water main, lateral, and control valve are damaged by a contractor or other utility, the full cost of repairs shall be charged to those responsible for the damage. If it is requested by any contractor or utility to have the Water Department trace a water line, the request must be made 24 hours in advance of the work to be done. (See Section 206.04, Locating Services and Mains)

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Where the Water Department determines that a control valve is in need of replacement, the Utility Billing Office will issue a notice to the owner of the property.

The Utility Director may direct owners of split services to purchase a conventional tap in instances where this type of service becomes a source of problems or dispute. Any repairs between the control valve and the branch, will be the responsibility of the property owner.

### **200.05 WATERLINE LATERALS**

Any and all costs for the installation, maintenance, repair and replacement of all waterline laterals located within the public right-of-way or within the boundaries of the private premises of individual property owners in the City shall be paid by the owner of the property being served by the waterline lateral, except that the City shall maintain and repair, at its cost, that portion of the waterline lateral located within the public right-of-way to the control valve (curb-stop).

The City may choose to perform preventative maintenance and pay all or part of the cost of said maintenance.

### **200.06 SERVICE LINE MATERIALS**

Services two-inches (2") and smaller shall be type "K" soft copper. No other type of material such as iron, steel, galvanized iron, or plastic shall be used from the curb stop or control valve to and including the meter setting.

Services larger than two inches (2") shall be ductile iron. All ductile iron and fittings shall conform to Engineering Department specifications. No other type of material shall be used from the public main to and including the meter setting.

### **200.07 TEMPORARY WATER SERVICE**

Any temporary water service must be applied for at the Utility Billing Office. The primary method available for temporary service is through a "Temporary Meter" Account (See Section 101.01).

In cases where using a Hydrant meter may be impossible or extremely inconvenient, the use of an alternative method of obtaining temporary water service may be approved. An equitable billing method will be determined by the Utility Director and the Director of Public Service.

### **200.08 WORKMANSHIP ON WATER LINE LATERALS**

Before any work is begun on the installation or repair of a lateral, an application for registration and a permit must be applied for and acquired at the Engineering Department.

Installation and repair work on laterals shall be in accordance with the specifications and detailed drawings and requirements established by the City Engineer and on file with

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the Engineering Department, or as ordered by the City Engineer. The pipe shall have full waterway throughout, equal to the inside diameter of the pipe. Pipe ends shall be reamed to remove any obstruction to the flow of water.

### **200.09 DEPTH OF PIPE ON SERVICE LINE AND LATERALS**

All service pipe and laterals to outside buildings, from the main to the meter, shall have a minimum cover of four (4) feet. Service lines in crawl spaces and unheated buildings must be insulated to prevent freezing. (See also Section 200.22)

### **200.10 SERVICE LINE LOCATION AND CONSTRUCTION**

A site plan for service line location and construction shall be submitted by the owner or installer and must be approved by the City Engineer.

The service line shall be installed in a direct line from the house to the street, and at right angles to the street. The line shall be a minimum of ten feet (10') from sanitary sewers and sewer laterals, five feet (5') from other utilities (gas, electric, etc.), five feet (5') from property lines and fifty feet (50') from any private sanitary waste system.

### **200.11 PLANS FOR SERVICES**

Two (2) detailed sets of plans on underground services shall be furnished by the owner and approved by the Engineering Department before service will be granted. The plans shall include the size of service, and elevation of the structure. All plans, including the size of the service, must be approved by the Engineering Department.

### **200.12 CONTROL VALVES FOR SERVICES**

The property owner shall provide, install the control valve on the waterline lateral. The installation shall be supervised by the Engineering Department and shall be in accordance with the specifications and guidelines set by the Engineering Department.

The Water Department may install or provide maintenance for the control valve in situations where it is determined by the City to be beneficial to the City to do so.

### **200.13 DISINFECTION OF WATER LATERAL**

The City reserves the right to require disinfection of the water lateral whenever, in the opinion of the City Engineer or Water Plant Superintendent, it is deemed necessary for the public's health, safety and welfare.

### **200.14 CUSTOMER SERVICE LINE LEAKS**

When a leak on a service line between the main and the meter comes to the attention of the City, the owner or customer shall be notified by a letter or notice left at the premises. This notice will also contain a directive to repair the leak with reasonable dispatch. If within twenty-four (24) hours evidence is lacking that the owner or customer has taken positive steps to repair the

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leak, then the water service to the premises will be shut off at the control valve. Water service to the premises will not again be started until the ordered repairs have been completed. If deemed necessary by the City, on the basis of age or condition of pipe, the entire customer's service line shall be replaced with type "K" soft copper sized as specified in Section 200.06. If the leaking service is causing damage or causing a hazardous condition, it may be turned off immediately.

### **200.15 DEFECTIVE WORK**

Whenever the employees of the City find a job of plumbing that is defective, water will not be turned on until such defective work has been remedied.

### **200.16 REGISTRATION REQUIRED**

Before any work can be performed on waterline laterals, registration with the City is required.

In order to become registered as a Water/Sewer Tapper in the City of Ravenna, the applicant shall be a competent, reputable person or firm, regularly engaged in installing waterline laterals and at the time of application have a reasonable amount of experience.

### **200.17 PERMIT APPLICATION AND BOND**

An application form is supplied by, and must be completed and returned to, the office of the City Engineer together with a bond to the benefit of the City in an amount not less than \$10,000.00.

### **200.18 PERMIT REQUIRED**

No person(s), firm or corporation, or employee thereof shall be issued permits to connect, alter or build any public waterline(s) or appurtenance(s) unless such person(s) shall have first obtained from the City Engineer a certificate of registration for doing such work unless such work is performed under contract with the City.

All work shall be in accordance with the specifications and detailed drawings and requirements established by the City Engineer and on file with the City or as ordered by the City Engineer or his representative.

All required fees will be the responsibility of the person applying for the permit.

### **200.19 INSURANCE REQUIRED**

The registered Water/Sewer Tapper shall annually submit proof that he has public liability, property damage and automobile insurance covering any and all claims for damages for personal injury, including accidental death, as well as from claims for property damages which may arise from his operation or those of his subcontractors.

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Policies shall contain the following provisions:

"The Company agrees that ten days prior to the cancellation or reduction of the insurance(s) afforded by this/these policies with respect to the work performed as a Water and Sewer Tapper registered by the City of Ravenna, written notice of such cancellation or reduction will be mailed to the City Engineer".

### **200.20 PROTECTION OF PROPERTY OWNERS (MECHANIC'S LIEN)**

A registered Water/Sewer Tapper is expected to protect property owners by providing proper affidavits to the property owner that all labor and material costs incurred doing the owner's work have been paid prior to receiving payment from the owner.

Failures in this regard will be considered when determinations are necessary as to continuation of the registration of the Water/Sewer Tapper by the City.

### **200.21 SUPERVISION REQUIRED**

The Water/Sewer Tapper is expected to exercise close supervision over the work being performed under his registration. If, occasionally, the Water/Sewer Tapper is not able to be present, he must have a thoroughly competent and capable foreman in charge of the work. If the Water/Sewer Tapper wishes to maintain various crews, he must select competent foremen.

### **200.22 WATER CONNECTION LOCATIONS**

All water service building connections constructed or re-constructed shall be located a minimum of:

- (1) Five feet (5') from gas lines and other utilities.
- (2) Five feet (5') from lot lines
- (3) Ten feet (10') from sewer lines
- (4) Fifty feet (50') from private sewage disposal systems

Where possible, all waterline connections shall have a 4' minimum cover. (Also see Sections 200.09 and 200.10)

### **200.23 TAMPERING WITH TAP, CONTROL VALVE OR MAINLINE VALVE**

Tampering with the tap control valve or mainline valve is a violation of RC Ordinance 1040.05 and may result in penalties as contained in RC Ordinance 1040.99(c), and the cost that the City incurs in repairing or replacing the necessary parts. Continued tampering may result in the water service being disconnected.

### **200.24 PENALTY FOR NONCOMPLIANCE**

Noncompliance with these Rules and Regulations may result in revocation of registration, stop work order or appropriate action being taken by the City Engineer.

## **METERS**

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### **201.01 PAYMENT FOR METER**

Advance payment for the City to install a water meter must be made at the Engineering Department by the applicant for water service. The schedule of these charges may be revised annually on the basis of the average costs. Current installation charges shall be kept on file at the Engineering Department. All water meters shall be owned by the City.

### **201.01 INSTALLATION AND REPAIRS OF WATER METER**

The water meters shall be installed or repaired only by the Water Department or its authorized representative.

### **201.03 SERVICES TO BE METERED**

All services shall be metered unless specifically exempted by these Rules and Regulations or by City Ordinance.

### **201.04 SERVICES NOT REQUIRED TO BE METERED**

Fire service lines when used only for furnishing water for fighting fires either through private hydrants or a sprinkler system are not required to be metered if they are equipped with a detector check valve. A meter size as approved by the City Engineer shall be installed at an appropriate location in the building whenever water is to be used from a fire service pipeline for other purposes than for firefighting.

Meters that cannot be located inside the building shall be located at the property line and will be required to be set in a vault that is well drained and maintained by the property owner. Meters may be set outside of the building only with the approval of the City Engineer.

### **201.05 METERS - NUMBER ALLOWED**

All primary meters will be installed, maintained and owned by the City, although the customer shall pay a one-time service charge to the City for its installation. The service charge will be dependent upon the size of the meter. The schedule of charges will be available at the Engineering Department.

No more than one (1) meter, other than a sprinkler meter, shall be used per premises serviced by a single service. Where separate metering is desired in multiple occupancies, outside control valves shall be required and a meter installed in each separate unit. Conversion from single metering to multiple metering on existing premises shall be considered a new service, and an inside split shall not be permitted. When installing a new service, a permit shall be obtained from the Engineering Department.

Where a long private line system is required, the City shall require a master meter to be set at the property line in a vault.

The vault shall be kept drained and will be maintained by the property owner. The property owner will be responsible for any water usage occurring that is in excess of the sum of all the

individual meters set on the line.

#### **201.06 AUXILIARY METERS**

Auxiliary meters may be purchased and set by the owner of the premises, wherever the owner wishes, for their purpose of determining the amount of water used in certain areas of the premises. The City of Ravenna will not sell, or will they install, read or be responsible in any way for their accuracy and maintenance.

#### **201.07 MAINTENANCE OF SERVICE**

The water service on any premises shall be maintained in such physical condition that meters can be installed, exchanged, or tested as required. Any repairs necessary to maintain the service properly shall be the obligation of the customer.

If a water service is found to be in poor physical condition, the customer shall be notified by a notice left at the premises or a letter. This notification will also contain a directive to repair the service.

#### **201.08 METER TYPE, SIZE, SETTINGS AND LOCATIONS**

The determination of the meter type and size required for a service shall be made by the Engineering Department. This determination shall be binding on the customer.

Threaded valves must be provided on both the inlet and outlet sides of the meter and as close thereto as possible, in accordance with specifications and detailed drawings and requirements established by the Engineer. These valves, which must be installed at the owner's expense, shall be of the ball valve type. The valve shall be the same diameter as the service pipe which in the case of the smallest service is required to be three quarters of an inch (3/4"). Only brass bushings shall be used in the meter setting. The valve on the inlet side may be of the ball valve type in size up to and including two-inch (2") in diameter.

Meters are required to be set with the face in a horizontal position at a point on the incoming service pipe as close as possible to the building or foundation wall on the inside of the building. In buildings without basements, the meter shall be set in a utility room or kitchen located adjacent to a front or side wall. Approved prints shall be on file at the Engineering Department for both types of settings.

Such settings must at all times have unobstructed access for the purpose of reading and servicing the meter. In general, no meter shall be placed under a sink, in a closet, in a crawl space, or a secluded location. Meters shall be placed in a heated space not subject to freezing.

The Water Department will not be responsible for damage to

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floor coverings which are placed in such a manner that it is necessary to walk over same to read or service a meter.

Water service will not be provided to premises until the requirements of this section are complied with, regardless of the extent of corrective alterations needed.

No one shall be permitted to install anything other than brass meter connections approved by the Engineering Department.

The City Engineer shall determine when a meter shall be located in a vault or meter box. If it is determined that a vault or box is necessary, the cost shall be borne by the property owner. Plans for vaults, boxes and meter settings shall be approved by the Engineering Department and shall be constructed in accordance with their specifications and detailed drawings.

A drain with sufficient capacity to carry off all water that can leak from a meter, or meter setting, is required to be installed in such a manner that damage to the property or furnishings from such leaks is prevented. Sump pumps may be required where the drains do not sufficiently keep the water drained in a vault. The Water Department, in any case, is not responsible for damage caused by water leaking from a meter or meter setting.

No obstruction shall be placed at any time on the cover of such vaults or boxes and the covers also shall be kept free from snow and ice. These vaults shall be maintained in a manner so that the meter may be read and serviced by the Water Department.

### **201.09 REMOVAL OF METERS**

Meters shall be removed only by authorized employees of the Water Department except as otherwise herein provided for. Violations of this Regulation will result in a charge being added to the customer's account for expenses incurred, in addition to charges for damage to or loss of meters, and charges for amount of unmetered water estimated to have been used.

### **201.10 ACCURACY OF METERS**

Meters utilized by the City of Ravenna shall meet the accuracy specifications of the American Water Works Association (AWWA). This shall apply both to new and to reconditioned meters.

### **201.11 DAMAGED AND WORN METERS**

If the need for repairs to meters owned by the City is caused by freezing, hot water, neglect by the owner, or malicious damage, a replacement charge shall be levied.

The cost of repairs to all water meters owned by the City, made necessary because of normal wear and deterioration, will be



assumed by the Water Department.

Repairs to privately owned meters shall be the responsibility of the owner.

#### **201.12 TESTING AND REPAIR OF PRIVATELY-OWNED METERS**

A test or repair of privately owned meters will be the total responsibility of the owner.

#### **201.13 TESTING AND REPAIR OF CITY-OWNED METERS**

Meters owned by the City of Ravenna may be tested at the instigation of the Water Department or of the customer. If requested by the customer, such request shall be in writing and a charge for testing the meter, which is determined by the size of the meter, shall be paid in advance. A schedule of charges will be available at the Utility Billing Office.

The customer should make arrangements to be present to witness the test. If the customer chooses not to witness the test, the findings of the Water Department as to the results of the test shall be accepted as final.

If upon testing, the meter is found to be accurate in accordance with American Water Works Association standards, the testing charge shall be retained. If the meter is found to be inaccurate, the testing charge shall be refunded to the customer.

#### **201.14 TAMPERING WITH METER**

Meters and appurtenances attached thereto shall not be tampered with. If the Water Department finds that a meter seal has been broken or there is evidence that a meter has been tampered with, the water may be shut off and not turned on again until a payment, determined by the Director of Utilities, has been made to pay for the resealing.

The customer must also pay for the estimated quantity of water which has not been registered because of said tampering before the water is turned on. Repeated violations will result in termination of water service for violation of these Rules and Regulations.

#### **201.15 BY-PASSES ON METER SETTINGS**

By-passes around meter setting shall be required for two-inch (2") and larger meter installations. The by-pass line shall be metered and have a valve which is sealed in the "off" position. Only the Water Department may break this seal and open this by-pass. Seals shall be monitored by the Water Department on a monthly basis. Such by-pass installations shall be in accordance with the Water Department Regulations.

#### **201.16 Remote Reading Devices**

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Remote reading devices shall be required to be wired to the water meter and located on the property in a location which allows easy access for the service workers.

The only exceptions are where the meter is required by regulation to be installed in certain industrial or commercial installations, or where circumstances exist that indicate it is not feasible, in the opinion of the Water Department, to make such an installation.

Remote reading devices may not be installed to relieve the owner of the responsibility of placing the meter in a pit where required by regulations.

Remote reading devices shall be installed only by authorized employees of the Water Department. The Division shall not be responsible for the defacement or damage of property caused by necessary holes, fastenings or other work required for proper installation. Holes through walls to accommodate the wire shall be drilled by the building owner or his agent.

In the event of malfunction of exterior receptacle, the inside reading of the main meter shall prevail at all times.

### **201.17 METERS - COMBINING FOR BILLING PURPOSES**

Each meter shall be considered a separate billing unit in applying rates. When a property owner owns more than one property a request may be made, to the Utility Billing Office, to have an additional Multiple Billing Report mailed to them each month.

## **FIRE PROTECTION SERVICE**

### **202.01 APPLICATION FOR FIRE PROTECTION SERVICE**

Application for a fire protection service connection to the water distribution system must be made at the Engineering Department. All information called for on the form shall be furnished, including number of private hydrants on the system, if any. The Fire Protection Service must be approved by the Engineering, Building and Fire Departments.

### **202.02 NEW FIRE SYSTEMS AND MODIFICATIONS TO EXISTING FIRE SYSTEMS**

### **202.03 CHANGES IN FIRE PROTECTION SYSTEM**

Plans and specifications to be furnished - Four (4) detailed sets of plans and specifications on all underground fire protection systems shall be furnished to and approved by the Engineering Department before new or service changes will be granted.

It shall be the responsibility of the property owner to excavate and install the service.

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When requested by the City Engineer, Utility Director or the Building Department, plans and specifications shall be furnished for existing fire protection systems within thirty (30) days after notice to do so. The plans shall include the profile, the "as constructed" location, materials to be used, and hydraulic calculations. Failure to comply may result in legal action.

The plans shall include the profile of the fire service line and hydraulic calculations verifying that modifications are designed properly.

Depth of fire services shall be as specified by the Engineering Department.

No changes, alterations or extensions of any fire protection system shall be made without first securing approval from the Engineering Department. Application for same shall be made in writing prior to starting work.

### **202.04 DEPOSIT FOR INSTALLATION**

No deposits required.

### **202.05 CONSUMPTION OF WATER FROM A FIRE SYSTEM**

Pipe lines intended for fire protection shall not be tapped or used for the general supply of any building, structure or premises.

### **202.06 WATER SUPPLY AND PRESSURE**

The City of Ravenna will provide water within operating ranges determined from pressure and flow testing or from hydraulic calculations, but cannot guarantee uninterrupted or constant pressures within the system due to system demands, maintenance work, down time of main lines or of supply and treatment facilities, power outages, or due to acts of God, natural phenomenon or violation of water regulations.

### **202.07 VIOLATIONS**

If at any time a fire protection system is found to be in violation of any of the city ordinances or these Rules and Regulations, all changes necessary to make said systems comply therewith must be made within thirty (30) days after written notice to do so. A copy of the written notice may be sent to the interested insurance company, if known. Failure to comply as directed will result in discontinuance of service after a five (5) day period.

### **202.08 DRIP OR BLOW-OFF VALVES**

The use of drip or blow-off valves for draining fire services shall be allowed only in cases of absolute necessity, and in no case shall their installation be permitted unless furnished with a valve, which shall be approved and sealed by the Water Department, and the end of every such pipe shall be exposed

to view at all times. Permission for size of drip or blow-off pipe shall be approved by the Engineering Department in each case.

#### **202.09 PIPES, ETC., TO BE ACCESSIBLE FOR INSPECTION**

Fire pipes, valves and other accessories which are a part of the fire protection system shall be so installed as to be accessible for purposes of inspection at all times, unless exposed to the weather, in which case a minimum earth cover of four feet (4'), or equivalent, shall be maintained.

The owner shall submit to the Engineering Department or its representative for its approval, the name of the contractor(s) employed to install the system. Once approval is granted, the owner or the owner's contractor(s) shall notify the Engineering Department or its representative at least three (3) days in advance of any work on the system so an inspector may be assigned to the job on all underground installation. Charges for the inspection may be obtained at the Engineering Department.

Any underground work completed without being inspected or without the City of Ravenna previously being notified, shall be subject to complete exposure or any other checks the City may deem necessary before water is furnished through the service.

#### **202.10 CONTROL VALVES**

The contractor will provide and install the primary control valve for the fire line at the outlet on the public main. The primary valve shall be located next to the main or as determined by design as required by the Engineering Department and will be constructed by the property owner.

All secondary valves shall be at the option of the property owner or as required by the Fire Department. All secondary valves shall have post indicators or adjustable valve boxes. Required post indicators shall be installed as required by the Fire Department. Control valves, other than post indicators, shall meet requirements of the Engineering Department.

#### **202.11 MATERIALS**

Materials for the fire system service line shall be approved by the Engineering Department and A.W.W.A. guidelines and shall be in accordance with Section 200.06. All extensions of the fire services shall be inspected by the Engineering and Fire Department.

All new fire suppression systems shall be inspected and approved by the Engineering and Building Department. The Fire Department shall also complete an inspection and may make recommendations to the Building Department.

**HYDRANTS** - Hydrants shall be as per the City's standard specifications on file at the Engineering Department and shall have standard City of Ravenna outlets for all fire services in

the City.

All hydrants shall have branch valves (valve and box on hydrant line) or as required by N.F.P.A.

Location of hydrants may be approved by the Engineering Department after recommendations have been made by the Fire Department.

#### **202.12 BACKFLOW PREVENTION**

Fire systems shall be protected from backflow and cross connections. (See Section 204.01).

Dry systems shall be protected by use of a check valve.

Wet systems in areas assured of continuous heat and not containing additives of any type shall be protected by a double check valve assembly or a device deemed acceptable by the city.

Other systems shall be protected by a reduced pressure backflow prevention device or air gap.

Fire systems having a looped system with more than one source of supply from the City distribution system shall provide backflow prevention at each source.

#### **202.13 FIRE PUMPS**

The Design and specifications of fire pump installations shall be reviewed by the Engineering Department.

#### **202.14 CHECK VALVES**

All automatic fire protection systems shall have check valves as required by National Fire Protection Association.

#### **202.15 DESIGN OF FIRE SUPPRESSION SYSTEM**

The fire suppression system shall be designed such that under static conditions within the fire suppression system, normal fluctuations in supply pressure resulting from peak demands or waterline flushing procedures will not adversely affect the fire suppression system.

#### **202.16 MISCELLANEOUS**

The property owner shall install any miscellaneous appurtenances as required by the City of Ravenna in order to ensure the health, safety and general welfare of the public.

#### **202.17 MAINTENANCE OR REPAIR**

Maintenance or repair of this system shall be the responsibility of the property owner from the water main in the street to the terminus of the system.

In the event of an emergency the City may make any necessary repairs and charge the cost to the owner.

#### **202.18 TEST OF PRIVATE FIRE PROTECTION SYSTEM**

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Before water service will be furnished to a private fire protection system, the system shall be disinfected and tested in accordance with Section 200.13.

### **202.19 TESTS BY INSURANCE COMPANY REPRESENTATIVES**

Private fire systems and the apparatus connected therewith may be tested by the parties owning the same or by the insurance inspectors under the following conditions:

- (1) Notice shall be given to the Fire Department, in writing one (1) week prior to the date of the test, that such a test is desired. The Fire Department will notify all other city departments. The City of Ravenna may have an employee present if they so desire.

### **202.20 FIRE FLOW TESTS BY INSURANCE REPRESENTATIVES**

Fire flow tests on public hydrants may be conducted by insurance companies under the following conditions:

- (1) Notice shall be given to the Utility Director and the Fire Department, in writing, one (1) week prior to the date of the test, that such a test is desired.
- (2) All tests shall be made in the presence of a representative assigned by the City. A charge may be made for the employee's time based on costs as determined by the City.
- (3) The insurance companies requesting such tests shall provide sufficient personnel to conduct these tests.
- (4) Results of the tests shall be provided to the City Department.

## **PUBLIC HYDRANTS**

### **203.01 USE OF PUBLIC HYDRANTS BY OTHER THAN AUTHORIZED GOVERNMENTAL AGENCIES**

An application for permit to obtain temporary water from a public hydrant shall be made at the Utility Billing Office on the necessary forms provided. The City reserves the right to determine when and for what purpose water taken from the hydrants is to be used and to approve or reject such use. When the Director, or his designate, determines that the use of water under a hydrant permit is not in the best interest of the water distribution system, the permit may be canceled and any excess deposit over charges will be returned.

A standard deposit shall be required to be made at the Utility Billing Office before a permit and hydrant meter will be issued. The deposit will be returned when payment for the water has been made and the hydrant meter has been returned. The deposit charge will be established by the Director, based on the cost involved. The deposit will be confiscated for costs incurred in replacing lost or damaged wrenches, hose connections, or meters. If any of these above mentioned devices are lost,

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this must be reported immediately by phoning the Utility Director.

Any person drawing water from a hydrant must possess an authorized wrench and meter, together with the necessary permit or photocopy of same at the site of said hydrant usage.

Only connections and a hydrant meter supplied by the Water Department are to be connected directly to the hydrant. No other type of hoses or connections will be allowed. Special considerations may be granted to those requesting the use of connections other than that specified, provided the request is made in writing to the Utility Director and a real need for this connection can be justified for specific instances.

All illegal connections, hoses, meters and devices attached to any hydrant will be confiscated, as well as all unauthorized wrenches used to operate the hydrant.

Water is to be taken only from hydrants authorized for such purpose by the Utility Director. Hydrants shall be fully opened a minimum of seven (7) complete turns on the operating nut. The hydrant must be opened and closed slowly to prevent water hammer from developing within the main. If less water is required than supplied by the hydrant in its open position, an external valve must be inserted in the line beyond the hose adapter furnished by the Water Department to regulate the flow. Hydrants shall be left in a condition equal to or better than found, i.e., all caps replaced on nozzles and tightened securely with the wrench. Hydrants used between November 1 and April 1 must be pumped or thawed out by the permit holder as necessary. If this is not satisfactorily completed daily, the permit will be revoked and any work required of the Water Department will be paid from the deposit on file.

The operator of the Hydrant from which water is being drawn must be in the immediate vicinity of the subject hydrant while said hydrant is in use. The hydrant wrench used to operate the hydrant must be in the possession of the operator while the hydrant is in use. The established rates will be posted in the Utility Billing Office.

Violation of these rules and regulations may result in a fine and the water services being disconnected.

### **203.02 USE OF PUBLIC HYDRANTS BY AUTHORIZED GOVERNMENTAL AGENCIES**

Only connections approved by the Utility Director are to be connected directly to the hydrant. No other pipes, hoses, or connections shall be allowed. The only authorized exceptions to this rule are fire units, for fire-fighting; City of Ravenna sewer operations for flushing obstructed sanitary sewers and

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street maintenance operations to fill street flusher tanks. These uses will be permitted only on designated hydrants, as specified by the Director or his designate.

Only hydrant wrenches are to be used to operate hydrants. Under no circumstances shall pipe wrenches be authorized or used.

Fire practice, operations and filling of sewer flushing equipment shall be coordinated with the Water Department to preclude rusty water complaints as much as possible.

### CROSS CONNECTIONS

#### **204.01 ENVIRONMENTAL PROTECTION AGENCY REGULATIONS**

The current Environmental Protection Agency regulations require protection of the public water supply system from contamination due to backflow of contaminants through the water service connection.

An approved backflow prevention device shall be installed on each service line to a consumer's water system serving, but not necessarily limited to, the following types of facilities unless the Director determines that no health, pollution, or system hazard to the public water system exists.

- (1) Hospitals, mortuaries, clinics, nursing homes;
- (2) Laboratories;
- (3) Piers, docks, waterfront facilities;
- (4) Sewage treatment plants, sewage pumping stations, or storm water pumping stations;
- (5) Food or beverage processing plants;
- (6) Chemical plants;
- (7) Metal plating industries;
- (8) Petroleum processing or storage plants;
- (9) Radioactive material processing plants or nuclear reactors;
- (10) Car washes;
- (11) All other commercial buildings as deemed necessary by the Utility Director
- (12) Thermal Expansion. When water is heated and stored in a distribution system or a branch of the system that has been closed by the installation of a backflow-prevention device, an expansion chamber shall be installed to limit thermal expansion of the water being heated. The size, type and design of such expansion chamber shall be determined by the Director of Utilities or his designee.

The Director has determined that the minimum protection required for multifamily, commercial and industrial structures connected to the City supply shall be an approved reduced pressure backflow preventor except that a double check detector check valve may be approved for fire protection only service connections where it can be assured that no additives will be put into the fire suppression water system.

#### **204.02 RESPONSIBILITY AND LIABILITY OF CUSTOMER**

The owner or occupant who contracts to purchase water



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service from the Utility Billing Office is liable for any installation on the premises that may endanger the quality of the public water supply.

### **204.03 ANNUAL INSPECTION OF BACKFLOW PREVENTION VALVES**

It is the responsibility of the owner/occupant of any building or home which has a backflow prevention device on their service line to submit to the Utilities Director evidence of an annual inspection of the device.

This evidence shall consist of a report which indicates that the device has been tested by a person certified by O.T.C.O.-backflow prevention training school or other certification deemed acceptable to the City of Ravenna, which will be provided in the use of the proper testing equipment designed for this purpose.

If this report indicates that the device is not operating correctly the owner/occupant must submit to the Utilities Director, within thirty (30) days, evidence of any necessary device repair or replacement and a report stating that the new or repaired device has been tested and found to be operating correctly.

Failure to supply either the testing report or the correction report may cause the City to disconnect the water service.

### **204.04 REBUILDS REQUIREMENT**

Backflow preventors meeting ASSE Standard 1013 must be completely rebuilt as needed. Backflow preventors meeting Standards 1015 and 1020 must be completely rebuilt as needed. Evidence of the specified rebuilding shall be sent to the - Utilities Director within thirty (30) days of rebuilding. Failure to provide evidence of the necessary rebuilding may result in disconnection of the water service.

### **204.05 TYPE CONNECTIONS PERMITTED FOR AUXILIARY WATER SUPPLIES**

The following type connections are permitted; however, plans must first be submitted to the Utility Director who will then submit them to the Ohio Environmental Protection Agency for approval on connections between the Water Distribution System and other private water sources on premises.

- (a) Through a free outflow which is safely located above the highest possible water level in the private reservoir, tank, or sump.
- (b) Through a swing ell, an approved four-way valve or other approved automatic transfer device, usable to alternately connect one or the other of the water supplies to the pipe leading to use, but never both at one time.

## WATER SERVICE MAIN EXTENSIONS

**205.01 LOCATION AND SIZE OF WATER MAINS**

Both water service and trunk mains shall be located and sized as determined by the Engineering Department, based on engineering considerations.

Unless special conditions warrant the installation of smaller water service mains, or increased volume of water needs by customers requiring larger mains, all mains for direct service to customers shall be eight inches (8") in size.

A six-inch (6") line may only be used on dead end streets or cul-de-sacs which cannot be extended, and the distance is not over three hundred feet with a fire hydrant on the end.

In cases where mains must be larger than eight inches (8") to also perform the function of trunk mains, combination service-trunk mains up to sixteen inches (16") in size may be constructed.

Whenever the Engineering Department deems it necessary, water mains shall be extended beyond the limits of the project so as to eliminate dead ends, the costs of which shall be included with the costs of the entire project.

Water service mains shall be constructed along the full frontage of a premises when platted, or when in the opinion of the Engineering Department, unplatted premises are in the same category as if platted. Water service mains along unplatted and undeveloped premises may be constructed to the point selected by the Engineering Department.

In special cases, the City Engineer Department may waive the above requirements, when there is no possibility of a water service main being needed beyond the premises. However, the requirement that no premises shall be served with water until an equitable and equivalent payment for a water service main has been made, shall not be abrogated.

The above determinations by the Engineering Department are subject to the approval of and enactment into law by the Council of the City of Ravenna when legally required.

**205.02 PROCEDURE FOR EXTENSION OF WATER MAINS WITHIN THE CITY**

It is recommended that the Director of Utilities or City Engineer be contacted if requesting an extension of a water main.

**205.03 PRESSURE TESTING, DISINFECTION AND BACTERIA TESTING OF WATER MAINS AND STORAGE TANKS**

All new or modified waterlines and water storage tanks, etc., shall be pressure tested, disinfected and tested for bacteria before the water service shall be received. All disinfection and bacteria testing shall be conducted or supervised by the Water Distribution Department. The Water Distribution Department will work in conjunction with the

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Engineering Department. All disinfection and bacteria testing shall be governed by A.W.W.A. standards and must be completed before water service will be received.

### **205.04 PRESSURE TEST OF SERVICE LINE**

All new and modified service lines shall be pressure tested and supervised by the Engineering Department or their designee, and they must be completed before water service will be received.

### **205.05 DISINFECTION AND TESTING PROCEDURE**

All work shall be done in accordance with the most recent A.W.W.A. guidelines. Disinfection and testing shall be performed in the following order:

- (1) The line shall be pressure tested. Each valve section of line shall be separately pressure tested.
- (2) Chlorine shall be applied into line using the appropriate AWWA Approved method.
- (3) Allow chlorine to remain in line, undisturbed for a minimum contact period of 24 hours.
- (4) Flush line at cleansing velocity for an adequate time to displace the chlorine and to remove all dirt and debris.
- (5) Allow water to remain in line undisturbed.
- (6) Withdraw water samples from sample points along line usually spaced three hundred (300) to five hundred (500) feet apart.
- (7) Allow line to remain undisturbed until bacteria test results are found to be within acceptable limits.
- (8) Two Consecutive bacteriological samples must be taken at twenty-four hour intervals. The results of both tests must be negative before the line can be put in-service. (Bacteria test failure will require the line to be rechlorinated.)

This procedure may be modified in situations where it is deemed necessary by the Water Plant Superintendent and the Utilities Director.

### **205.06 PAYMENT FOR DISINFECTION AND BACTERIA TESTING OF SERVICE LINES AND STORAGE TANKS**

Advance payment for disinfection and bacteria testing of water mains and water storage tanks, etc., shall be made at the Utility Billing Office by the applicant for water service. The schedule of these charges shall be set by the Director and may be revised annually on the basis of the average costs, including overhead. Current charges will be kept on file at the Utility Billing Office.

### **205.07 PROCEDURE FOR EXTENSION OF WATER MAINS OUTSIDE THE CITY WITHIN THE WATER SERVICE AREA**

A person or other entity, from outside the City limits, requesting water service from the City must meet the conditions specified and outlined in the R.C.C.O.

If approval for service is granted there will be a charge equal to residents of the City plus an additional percentage pursuant to Codified Ordinance 1040.02 (1).

## **REGULATIONS FOR CONTRACTORS**

### **206.01 MAINTENANCE OF SERVICES**

- (A) The control stop valve and box is maintained only by authorized employees of or by specific permission of and under direct supervision of the Water Department. Any expense incurred by the Water Department in maintaining such service is chargeable against the person causing the damage or the owner of the service.

The part of the service beyond the control valve shall be maintained by the owner of the property, through his water tapper, at the owner's expense.

(B) **Procedures**

Procedures to be followed where contractors are permitted to disconnect services and repair breaks on mains in connection with the installation of sewers, etc. (Under no circumstances will this work be permitted without prior consultation and approval by the Engineering Department):

- (1) The normal method of construction shall require the contractor to properly support and maintain the service line.
- (2) Contractor may, if specifically approved by the Engineering Department, disconnect services when using a construction box, roll services out of the way and reconnect the service when past.
- (3) All disconnected service lines are to be plugged and capped to prevent contamination.
- (4) Customer is to be notified by the contractor, prior to the disconnect and is to be served with water by hose if service is to be disrupted more than two (2) hours, if this is agreeable with the customer.
- (5) The Engineering Department is to be notified and all services, whether they were disconnected or not, are to be inspected and approved prior to backfilling. The full circumference of the service pipe is to be available for inspection.
- (6) Any services that are back-filled prior to inspection shall be uncovered for inspection by the Water Department at the contractor's cost.
- (7) The contractor shall be charged for all expenses incurred by the City on this work, including inspection, correction of faulty installation, damage to piping and meters due to foreign material, and other necessary work.

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- (8) The contractor shall have in full force and effect the necessary insurance bond and shall save the City of Ravenna harmless from any action arising from said repairs.
- (9) Damaged service lines shall be replaced for their entire length.

### **206.02 OWNERSHIP OF WATER MAIN**

All water mains located within or without the corporate limits of the City of Ravenna are the property of the City, so long as they were constructed or accepted by the City.

### **206.03 MAINTENANCE OF MAINS**

- (a) All mains and the valves, hydrants, etc., connected thereto are to be maintained only by authorized employees of the City or by an authorized contractor working under their immediate direction and inspection.
- (B) **Water Mains**
  - (1) When a water main has to be removed, for the contractor's convenience, the Water Department will remove and reinstall the main at the contractor's expense, or the contractor may be permitted to perform the work under the direct supervision of the Water Department, as determined by the Director or his/her authorized representative.
  - (2) When a main has been broken by a contractor, the following procedures shall be followed by the contractor:
    - (a) The Water Department shall be immediately notified, and immediate assistance requested.
    - (b) The Water Department crews may request assistance by the contractor in making the necessary shutdown.
    - (c) The affected customers shall be immediately notified by the Water Department crews, with possible assistance by the contractor, under Water Department direction.
    - (d) A sump hole shall be dug below the break so that when the sump is pumped out, the dirty water will drain out of the break.
    - (e) Valves shall be cracked on either side of the break and the line flushed out into the sump prior to repairs.
    - (f) The contractor may make the repair in a manner and with materials approved by the Water Department; however, at the time the repairs are being made, the Water Department must have an inspector on the job to supervise the repair work.
    - (g) The contractor shall be billed for all charges incurred by the City.
    - (h) The contractor shall have in full force and effect the necessary insurance bond and shall save the City of Ravenna harmless from any action arising from said repairs.

### **206.04 LOCATING SERVICES AND MAINS**

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The Water Department will locate services and mains under its jurisdiction, at no cost, providing the following is complied with:

**(A) Large Projects - 10 Services and Over**

The Utility Director shall be notified, in writing, ten (10) working days prior to the start of the project. Notification shall contain the following:

- (a) Starting Date of Project
- (b) All Addresses of Service
- (c) All Streets Involved
- (d) Plans and Specifications for the Project

The services and mains will be located as needed when the Water Department is notified, at least two (2) working days before the start of construction, by calling the City of Ravenna's Utility Billing Office Department.

**(B) Small Projects - Under 10 Services**

Services and mains will be located when the Utility Billing Office is notified, at least one (1) working day before the start of construction, by calling the City of Ravenna's Utility Billing Office.

The Water Department will furnish, upon request, a list of the control valve and tap locations, for which the contractor shall acknowledge receipt.

Failure to follow the above will place complete responsibility for damage on the contractor.

Services will be located in accordance with rules of the City of Ravenna. Any questions regarding the markings shall be called to the attention of the Water Department before the start of the project.

If the contractor requires a more accurate location, it is suggested that he secure pipe locating equipment for this purpose.

After the stakes or symbols have been placed by the Water Department, the maintenance of same becomes the responsibility of the contractor. Any subsequent relocation or re-staking will be charged to the contractor at direct and indirect cost plus twenty percent (20%).

Mains will be located upon request and marked in a manner agreeable to both the Water Department and the contractor.

Information furnished the contractor is based on records of the Water Department, the absolute accuracy of which cannot be guaranteed. The contractor is directed to take every precaution so water facilities are not damaged and service to customers is not interrupted.

The City will in no way be responsible for any costs in-

curring by the contractor resulting from improper location of the waterlines or failure of the City to locate or identify a waterline.

**206.05 TEMPORARY REMOVAL OF SERVICES BETWEEN THE CURB STOP AND THE MAIN**

The contractor may, with the approval of and in a manner prescribed by the Engineering Department, temporarily disconnect a service in order to expedite his operation. However, before the service is disconnected, the contractor shall arrange, at his expense, to have an authorized representative of the Engineering Department present when the actual disconnection is done. Prior to the disconnection of the service, the customer shall be notified by the contractor and satisfactory, temporary service shall be provided.

**206.06 RESTORATION OF SERVICE BETWEEN THE CURB STOP AND THE MAIN**

Under no conditions shall anyone but authorized employees of the Water Department restore any service which has been disconnected with permission or by accident.

As soon as a service has been disconnected, the contractor shall advise the Water Department by calling the City's Utility Billing Office and shall give the location of the service and an approximate time after which the service can be permanently restored.

**206.07 SUPPORT UNDER FACILITIES**

When required or when in the opinion of the City Engineer it is necessary to support the service pipe or water main across a ditch or other excavation, the contractor shall place a timber, of adequate kind and size and supported on firm ground, under the service pipe; or the service pipe or water main shall be supported in such other manner to prevent settling of said pipe or main.

**206.08 METERS**

Meters for use by contractors on projects are to be set or removed by authorized employees of the Water Department only. Non-compliance with this rule will subject the contractor to turnoff of the water, which will not be turned on again until satisfactory reasons have been given for the violation of the rule. Final determination of regaining the service rests with the Utility Director.

Further information pertaining to meters may be obtained from the Rules and Regulations, which are on file in the Engineering Department and the office of the Director.

**206.09 USE OF WATER**

No person shall take or use any water from a fire hydrant or other outlet connected with mains supplied with water by the water works of the City for any purpose other than the

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extinguishing of a fire, unless such use shall have been first authorized by the Director of Utilities, and in the event such use is not for a public purpose in the City, until and unless the charge for any such water to be so taken or used shall be paid in advance or agreed to be paid.

### **206.10 WASTE OF WATER**

No one shall permit water to run when not in actual use. All possible waste of water must be prevented.

Any excessive water use, caused by the negligence of a contractor, other than the measured use during the construction period, may result in a charge and prohibition of further water use. This charge shall be determined by the Director of Utilities and will encompass the loss of employees time in addition to the loss of water.

### **206.11 INSPECTION**

Where a service beyond a curb stop (toward the property) has been damaged and has been repaired by the contractor or his agent, the repair shall be inspected by an authorized employee of the Water Distribution or Engineering Department before backfilling.

### **206.12 NOTIFICATION**

In order to avoid any misunderstanding, it is mandatory that the contractor undertaking an operation where water mains and services are involved, notify the Engineering Department in writing at least ten (10) days before he intends to start work. The starting date and a brief schedule of his operation should be given.

## **GENERAL**

### **207.01 NO GUARANTEE OF SUPPLY OR PRESSURE**

The City of Ravenna does not guarantee any fixed pressure or a continuous supply; these being subject to the varying conditions which may arise in the operation and maintenance of the water supply.

All pumps installed on private systems which are directly connected to the City of Ravenna's water system must be of such type that no abrupt change in pressure of any magnitude will be produced. All pumping equipment must be approved by the Engineering Department before installation. All existing pumping installations causing excessive fluctuations in the water distribution pipes or excessive reduction in pressure, in the opinion of the Engineering Department, must be modified to an acceptable degree in a reasonable time.